ATTACHMENT A
SCOPE OF DUTIES STATEMENT

PROGRAMMER ANALYST   **(EL PASO CONTRACT POSITION)**

General Purpose

Under direction, analyze computer capabilities and usage, and write programs and documentation.

Typical Duties

Devise and recommend new or revised system and procedures, including justifications for proposed changes. Involves: Study existing systems and procedures of organizations to determine feasibility of conversion to data processing or network application methods. Determine information needs in coordination with personnel of user departments by drawing detailed flowcharts and block diagrams or applying other related methods. Estimate personnel requirements, cost and time for programming projects. Prepare systems development project plans and schedules. Evaluate design alternatives of proposed information processing or network systems, and operations of those implemented to ensure efficient utilization of resources. Analyze program specifications for completeness and conformance to established standards. Recommend technical solutions and improvements to automated systems. Ensure that project products meet departmental standards.

Write, test, implement, and maintain complex automated systems and computer programs. Involves: Prepare complete and precise user instructions, programming and system documentation for implemented systems according to established standards. Report programming activity and project status to management. Analyze software packages and modify to meet users' needs. Provide technical assistance to operations and programming personnel by analyzing information work procedures and job methods to solve operating system problems or debug programs. Estimate and document resource requirements for input handling, processing and output preparation for each system function. Prepare systems design alternatives according to established standards. Review and approve proposed program logic. Ensure programs are thoroughly tested and documented before release as operational. Identify documents and evaluate information requirements at various management and operating levels. Participate in developing programs to educate management and users in data processing capabilities and requirements. Train functional end users in capabilities of their systems, and guide them in dealing with related issues and problems.

Perform related duties as assigned. Involves: Substitute, if assigned, for immediate supervisor or coworkers during temporary absences by performing delegated duties sufficient to maintain continuity of normal operations. Assist supervisor with training new staff in established programming standards and procedures.

Minimum Qualifications

Training and Experience: Equivalent to a combination of an accredited Bachelor's degree in Computer Information Systems, Data Processing or related field including six (6) semester hours of structured programming and three (3) semester hours of systems analysis and design, plus one (1) year of general professional data processing experience which regularly included complex programming using one or more installed third or fourth generation command languages (for example, COBOL, Visual Basic, C+ and SQL) or successful completion, by time of appointment, of specialized technical training leading to scholastic certifications or other software vendor recognition as a qualified journey level professional in an installed functional aspect of a commercial application package (for example, Lawson Suite, People Soft or KRONOS).

Special Requirements:

- Certification or specialized training must be maintained up to date to ensure journey level knowledge of installed upgrades, added modules or other enhancements during course of employment.

- Be available for work beyond standard workday or workweek hours as necessary.